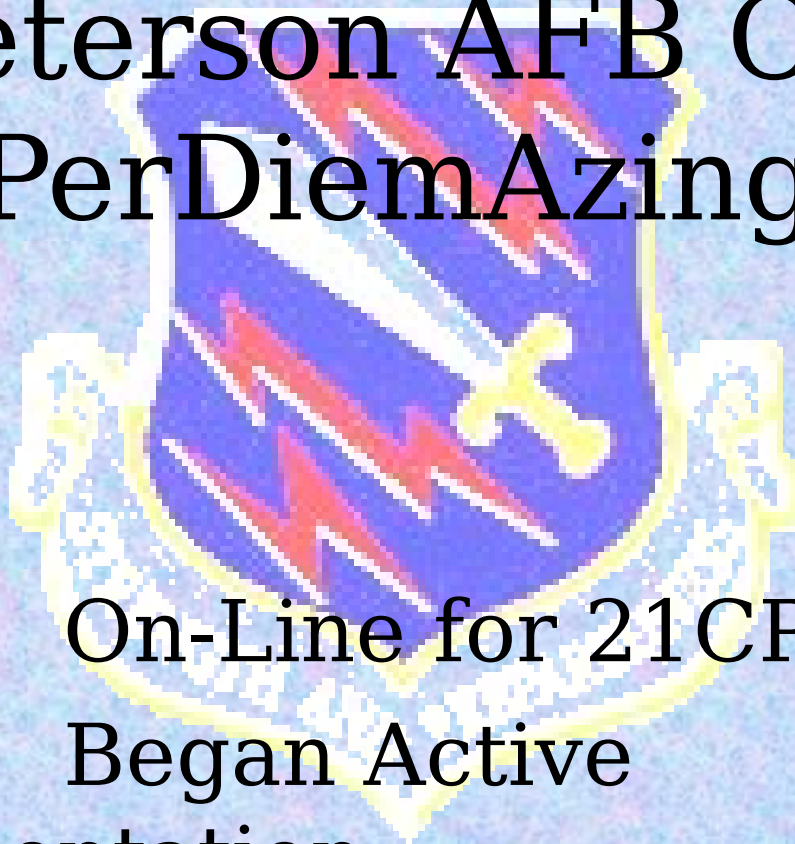# Peterson AFB CO PerDiemAzing

Feb 97   On-Line for 21CPTS

Jan 98   Began Active Implementation

Sep 00   1,954 Users

WHO WE ARE

PETERSON COMPLEX

- US Space Command
- US Army Space Command
- Schriever AFB
- Peterson AFB
    - 21SW
        - Hosts 302nd Airlift Wing
        - Operates and Supports Cheyenne Mountain AS; Thule AFB, Greenland; and Clear AFS, Alaska
        - 21st Operations Group supports 12 geographically separated units and four detachments

- HQ Space Command
- NORAD
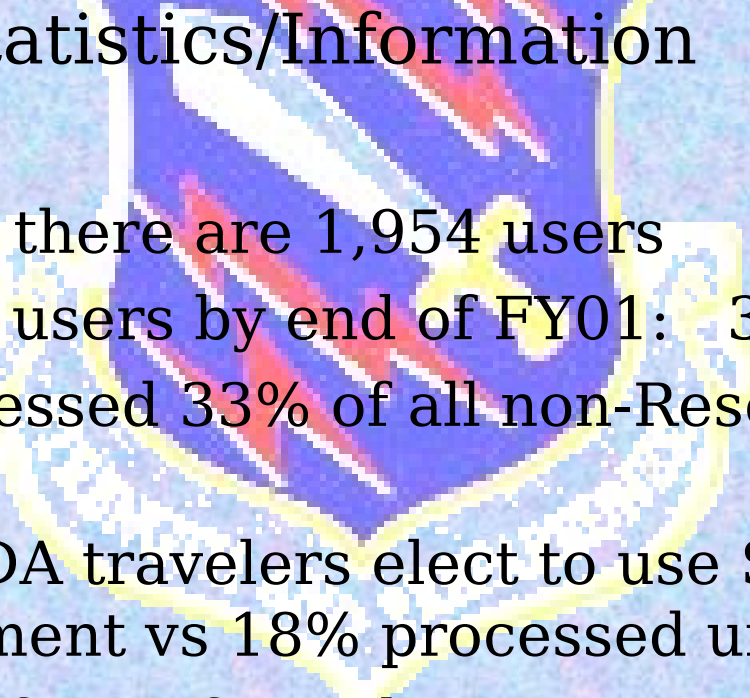- Buckley ANG
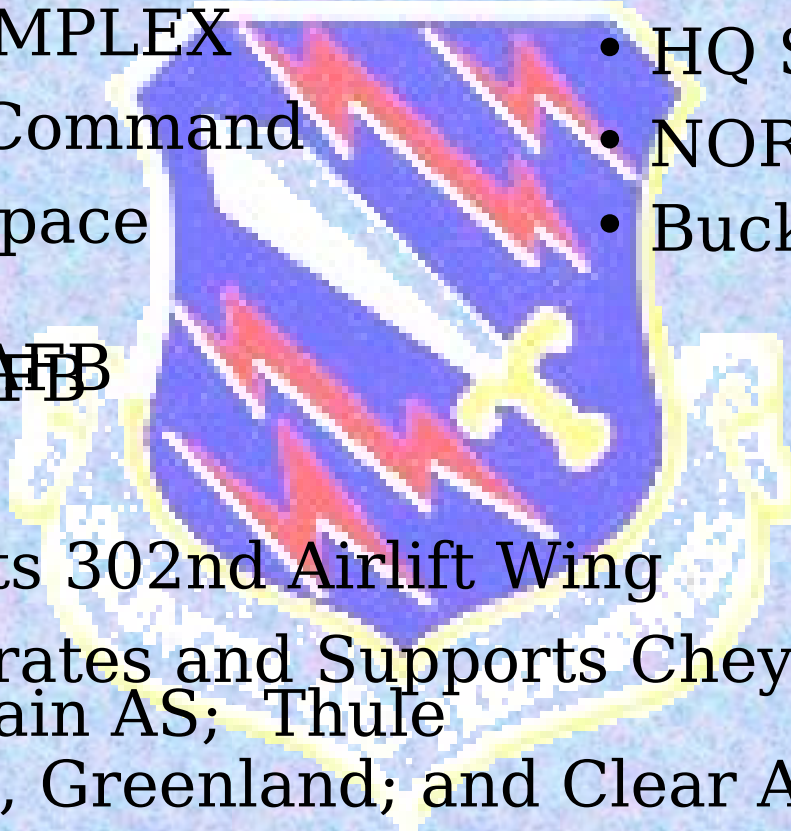
Peterson Complex

5,427 Military
- 3,517 USAF Active Duty
- 1,491 Reservists
- 302 Joint Forces
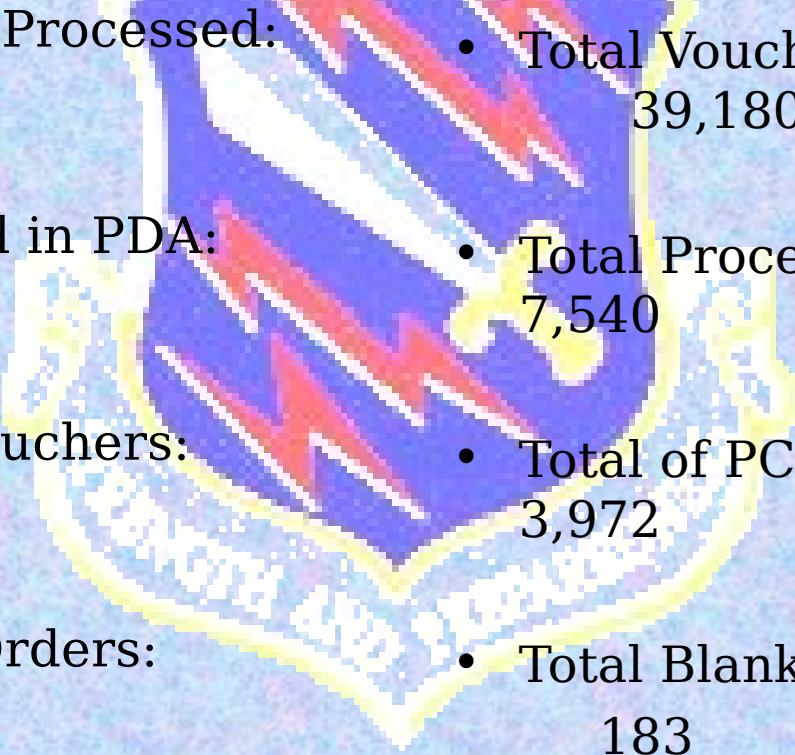- 117 Canadian Forces

1,789 DoD Civilians

575 NAF Civilians

Peterson AFB Statistics

- General Statistics/Information

  - Currently there are 1,954 users
  - Projected users by end of FY01:   3,000
  - PDA processed 33% of all non-Reserve TDY vouchers
  - 34% of PDA travelers elect to use Split Disbursement vs 18% processed under IATS
  - Average of 5% of vouchers processed are for O-CONUS travel

Peterson AFB Statistics (Con't)

FY 99

- Total Vouchers Processed: 36,610

- Total Processed in PDA: 3,357

- Total of PCS Vouchers: 4,085

- Total Blanket Orders: 175

FY 00

- Total Vouchers Processed: 39,180*

- Total Processed in PDA: 7,540

- Total of PCS Vouchers: 3,972

- Total Blanket Orders: 183

* 5,124 are Reserve Vouchers which equates to 19% of vouchers processed and cannot be processed through

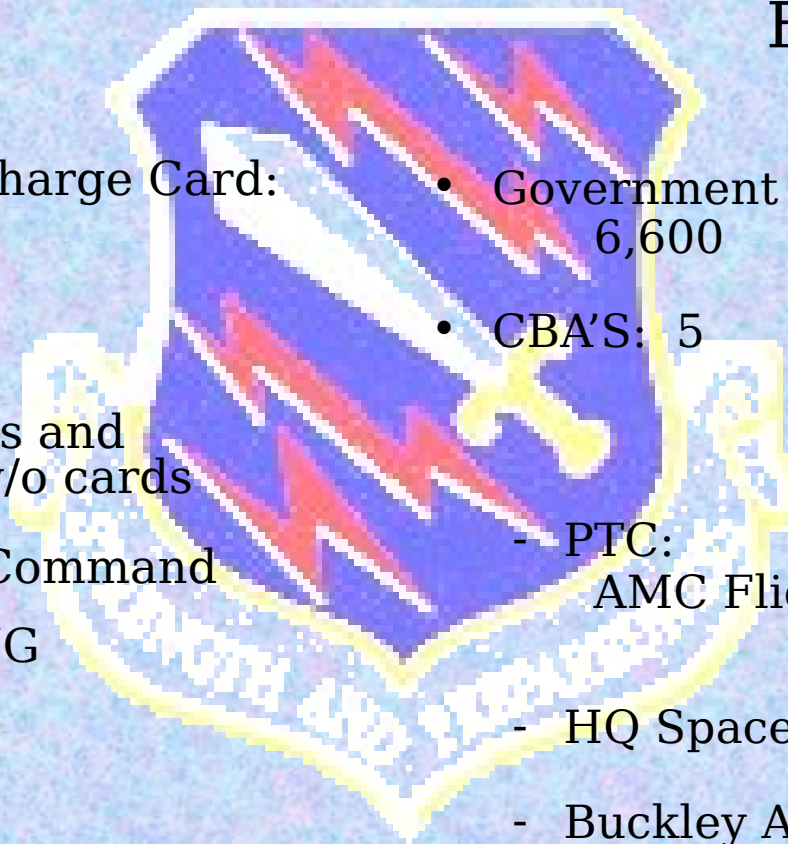# Government Charge Cards & Centrally Billed Account (CBA) Cards

FY 00

- Government Charge Card: 4,500

- CBA'S: 5
  - PTC AMC Flights and Travelers w/o cards
  - HQ Space Command
  - Buckley ANG
  - Schriever
  - USAF Band of the Rockies: For All Lodging

- Government Charge Card: 6,600

- CBA'S: 5
  - PTC: AMC Flights
  - HQ Space Command
  - Buckley ANG
  - Schriever
  - USAF Band of the Rockies: For All Lodging

TRAVEL PROCESS

- PDA Authorizations (in lieu of Travel Orders)

  - Traveler creates and submits the authorization

    - CTO if tickets or reservations are required
      - Update costs for lodging and transportation

  - Fund Certifier to verify fund cite being used

  - Resource Advisor (RA) to verify funds are available

  - Approving Official (AO) to approve the TDY and all necessary costs (i.e., rental
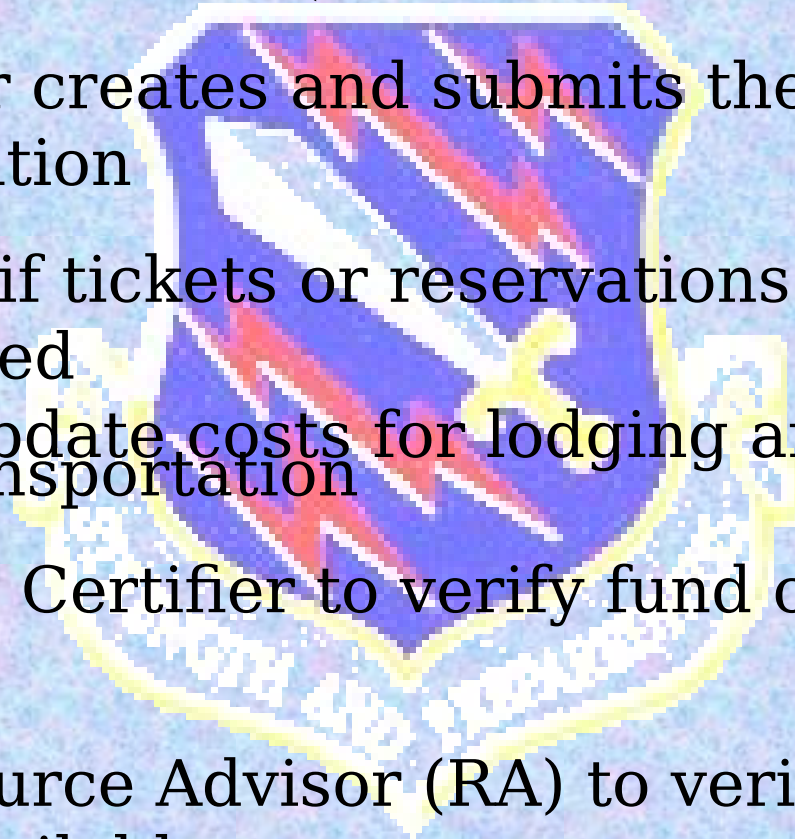
TRAVEL PROCESS (Con't)

- Blanket Orders are not currently used in PDA

  - The efficiency and speed of PDA negates the use of Blanket Orders

- For Others

  - Unit supplies PDA with the Fund Control Letter

    - PDA Team becomes the fund certifier

  - 616 fund certification is done by the "Individual Administering FCA"

  - Copy of completed voucher is forwarded to DFAS-Omaha
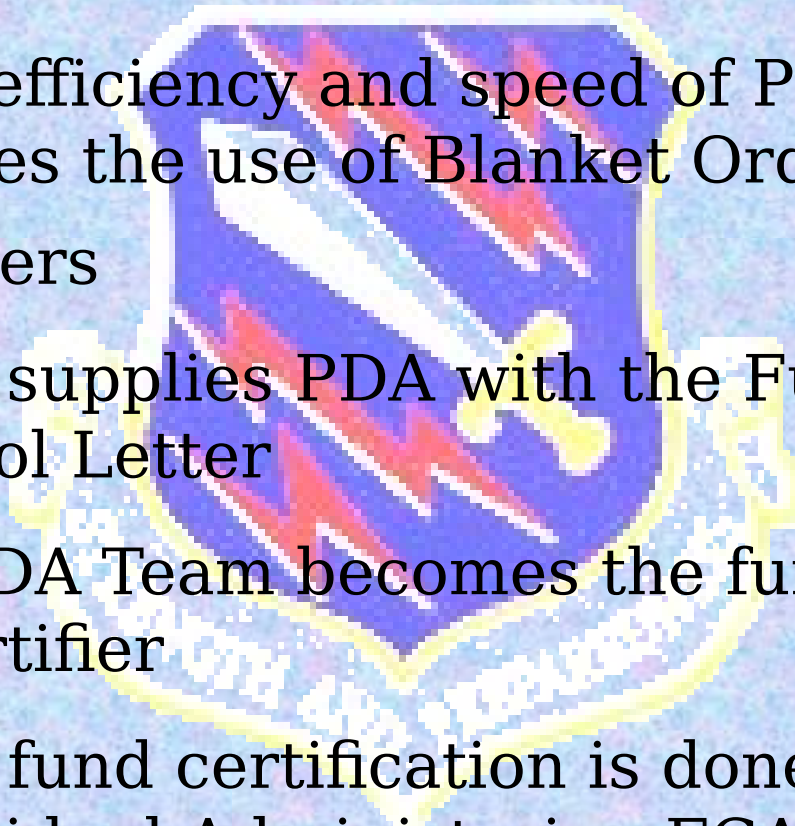
TRAVEL PROCESS (Con't)

-
    - PDA Team is the final approver
        - 100% Pre-payment audit
        - DFAS-KC audit found Peterson to be at 99.1% accuracy rate
    - Vouchers are returned to traveler for corrections, if necessary
    - Leaves are processed if applicable
    - For Others copies are sent to DFAS-Omaha
    - End of Day Procedures
        - Run Extract
            - MAFR
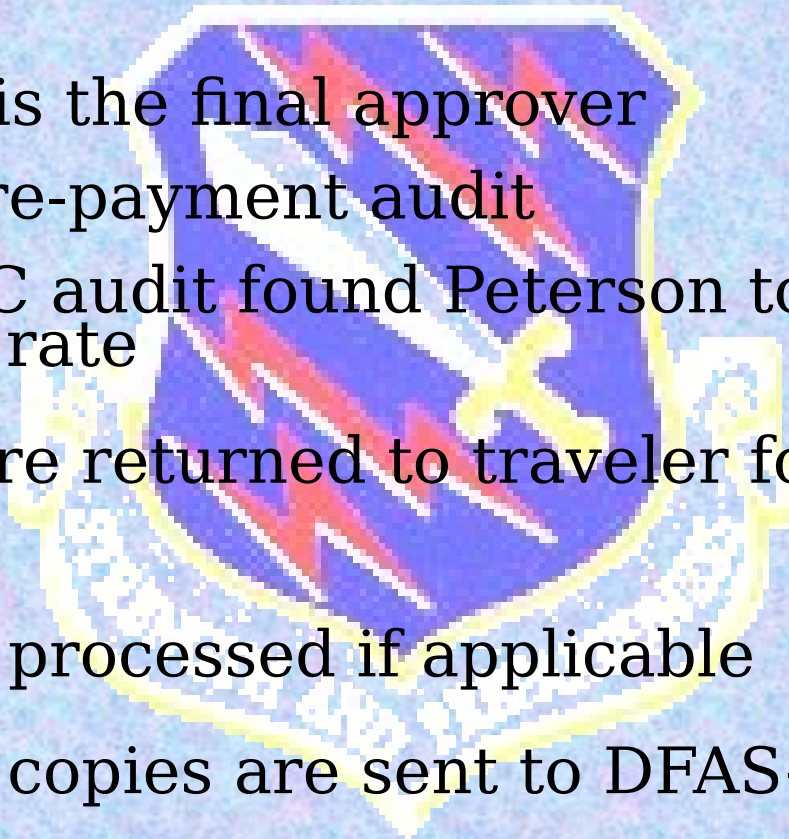
TRAVEL PROCESS (Cont't)

- Document Override Process

  - Return voucher to traveler if necessary

  - PDA Team can sign in as the traveler and make necessary changes to a document--to assist the traveler

    - The voucher still must process through the traveler's normal approval chain

  - PDA Team has the ability to sign in as CTO to verify the authorizations status and to 'push' the authorization through the approval chain

  - PDA Team can also sign in as a travelers Approving Official to approve an authorization for ticketing-- used only as a last resort. E-mails are sent to the Approving Official with requester's

TRAVEL PROCESS (Con't)

- FY Changeover
  - PDA loads 'dummy' addresses and fund cites for travel prior to a determined date
  - Receive FY load amounts from R.A.'s
  - Traveler's compute authorization for each FY
    - File vouchers as normal
  - Upon receipt of 'real' addresses and verification of new fund cites, information is loaded into PDA
    - Run a report on 'dummy' fund cites to retrieve total amounts obligated/used
    - Roll cost centers. Put correct totals in for Checkbook Function

MANNING
TOTAL ASSIGNED FOR TRAVEL FUNCTION: 16
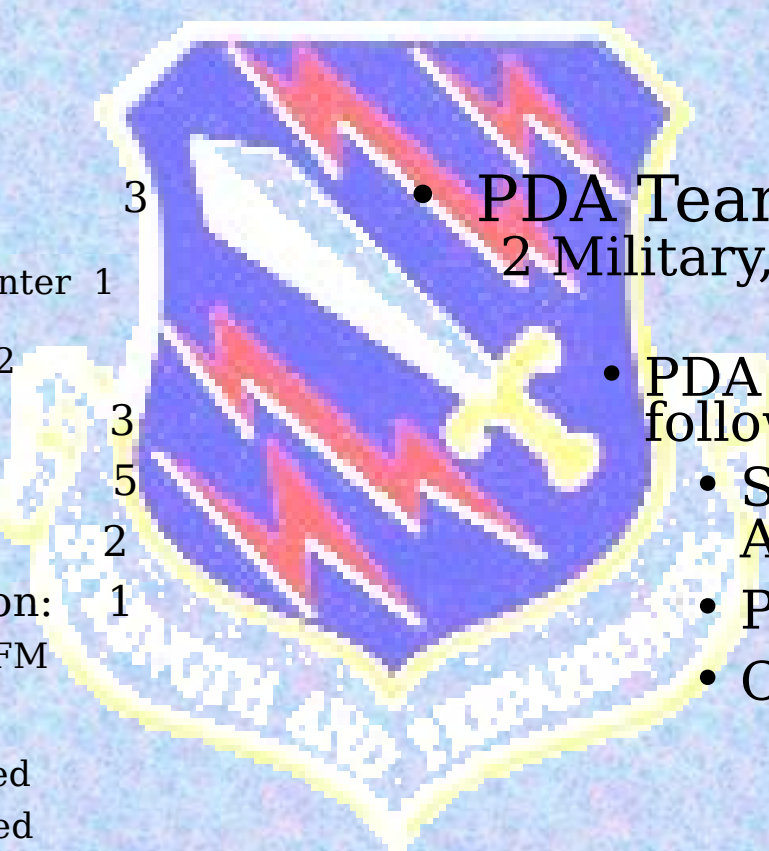
- Customer Service: 3

  Customer Service Counter 1

  PCS Team: 2
- Quality Examination: 3
- Travel Computation: 5
- Accounting Liaison: 2
- System Administration: 1

  Administrator for all of FM
- Other Support

  Reserves: 1,491 assigned

  Recruiter   105 assigned

- PDA Team: 3

  2 Military, 1 Contractor

- PDA Team does the following:
  - System Administration
  - Pre-payment Audit
  - Customer Service

FSO WORKLOAD PROCESS

- Adding new users:
  - Request from Unit POC via e-mail
    - Travelers name
    - SSAN
    - Banking Information
    - Approval Chain
    - Cost Center (Fund Cite)
  - PDA adds the new user with applicable information and sets security levels
    - PDA e-mails new traveler with userid , temporary password, and verification of approval chain
- Changing passwords:
  - If requested by traveler, PDA will refresh the users password
    - Traveler is requested to change the password upon signing in
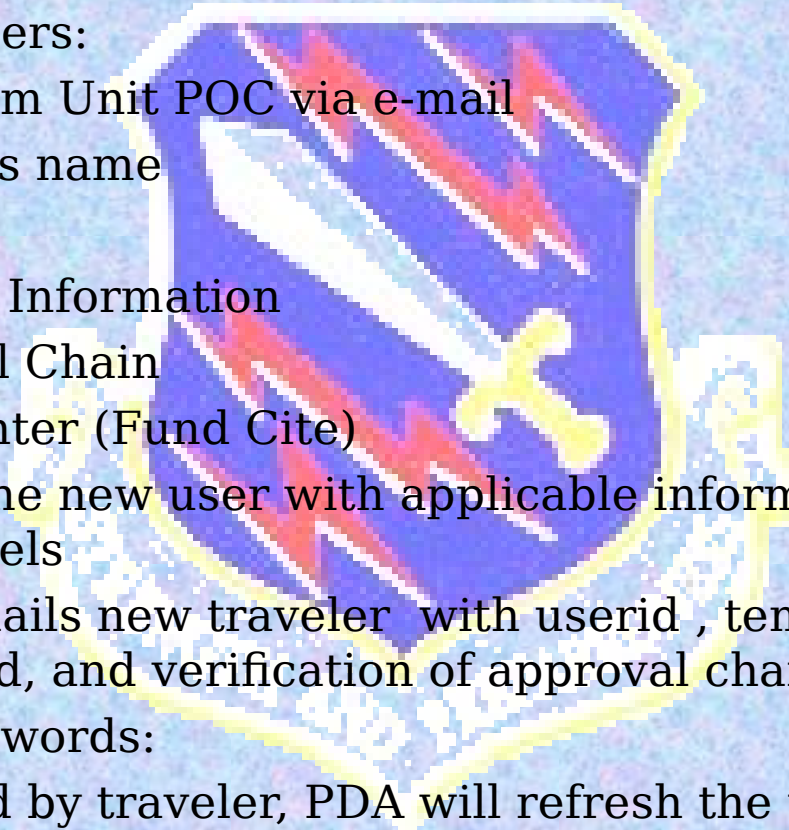
FSO WORKLOAD PROCESS (Con't)

- Adding new Fund Cites into PDA
 - For others
    - Fund Code Authorization with expiration date
    - 616's are loaded when received from the Unit
  - For Self
    - Added at beginning of fiscal year
    - Others are added as needed, info received from Unit POC's and/or R.A.'s

- Fund Cites are added using the maintenance function on the desktop
  - Only System Administrator's (PDA Team) are equipped with this function

FSO WORKLOAD PROCESS (Con't)

- Help Desk Function
  - All member's assigned to PDA work the Help Desk
  - All PDA users (i.e., travelers, R.A.'s, Fund Certifiers) can contact PDA via phone or e-mail
    - 4 phone lines (centralized number)
    - Individual e-mails
    - Help Desk e-mail (every member in PDA has access to this e-mail)
  - Common Requests
    - How to Access the system
    - How to use certain functions
    - Travel Regulation
    - Adding new users
    - Refreshing passwords
    - Purging documents
    - Reports, etc.
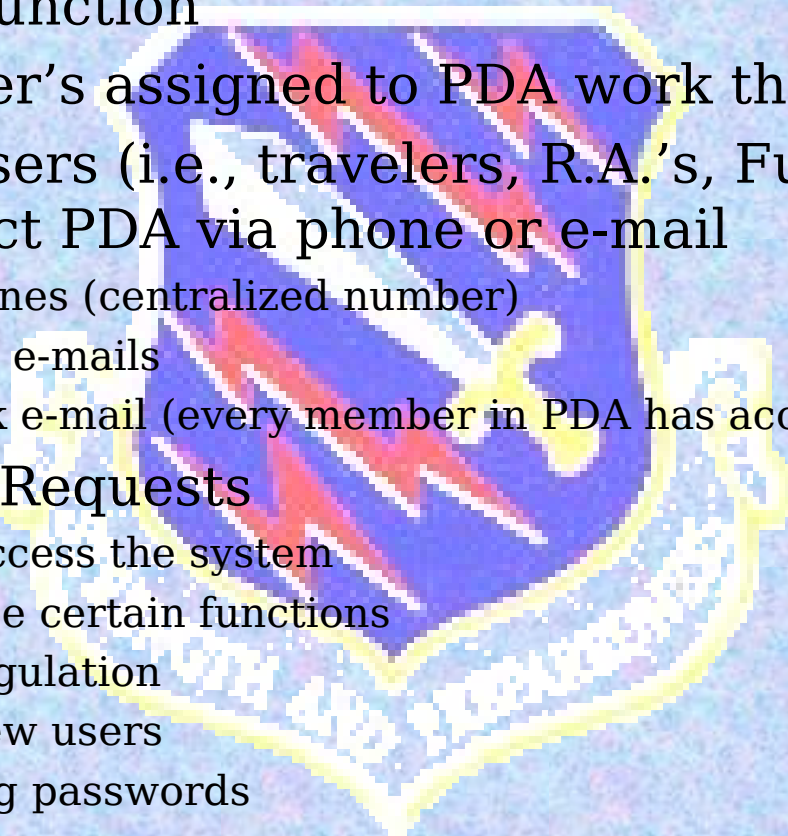
FSO WORKLOAD PROCESS (Con't)

- Manage Auditing Process
  - DFAS-KC receives voucher numbers monthly from PDA Team
  - PDA Team receives spreadsheet with randomly chosen voucher numbers
  - PDA Team annotates the spreadsheet with the document numbers, travelers name, dates of travel, and TDY location. Upon completion, forwards spreadsheet to DFAS-KC
  - DFAS-KC contacts the traveler, via e-mail, and requests copies of the authorization and voucher and all receipts
  - Upon Completion of the audit, DFAS-KC notifies the traveler of any discrepancies. If the traveler is in debt, they send a debt letter, via e-mail. If traveler was underpaid they are notified of the underpayment and instructed to contact PDA
  - PDA receives copies of the notification letters

SYSTEMS FUNCTIONALITY

- Permissions/Audits/Edits
  - Individual Users (Travelers, R.A.'s, Approving Officials, etc.)
    - Limited number of users are given report capabilities (approximately 20)
    - Can be given system administration capability

  - Organizations, prior to being added to PDA, can elect to have certain reimbursements limited in cost (i.e., phone calls)
    - Establish their unit approving chain
    - Establish admin codes and assign approvers

SYSTEMS FUNCTIONALITY (Con't)

- Download Processes

- Per Diem Tables
    - Downloaded from Web Site (www.aldmyr.com)
    - Uploaded from disk to PDA Server
- Lodging Data
    - Static list of hotels and costs are provided in the original software
    - New cities/hotel information can be added
        - Rates are taken from the perdiem website (www.dtic.mil/perdiem/)
        - Hotel information is provided by traveler
- Contract AirFares
    - Aldmyr furnishes updated fares yearly (save any taxes, fees, etc.)
    - CTO makes cost changes upon authorization receipt, if necessary

SYSTEMS FUNCTIONALITY (Con't)

- DJMS Files
  - Leaves are completed on AF Form 985's and given to QE for processing
  - Members must complete DD Form 1561 (FSA) if applicable
  - PDA Team completes DD114's (MPO's) for BAS transactions

- Reports
  - PDA Team uses Report Writer
    - Customized reports for requesting Units
      - Any field w/i PDA can be reported
    - Six units have standing monthly reports generated

- Accounting Classifications
  - When new fund cites are added, addresses are verified in real time
 - Travelers can choose multiple fund cites -- if applicable
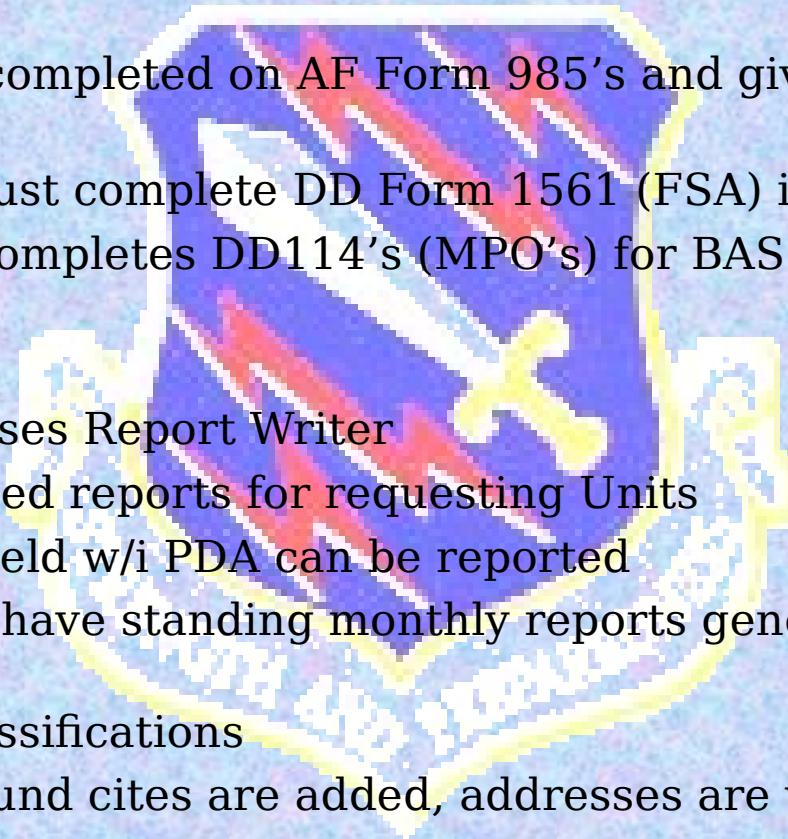
TRAINING

- Users and Approving Officials
  - Individualized Training
  - Training is conducted twice a month*
  - Instructed on completing authorizations, vouchers, and doing post modifications
  - All attendees are given a PDA Users Guide
    - The Users Guide ranges from an introduction to the system to preparing the travel itinerary to modifying your personal profile to archiving and retrieving documents
    - Peterson PDA established their own Users Guide by modifying the training guide supplied from the Contractor..revisions specifically for Peterson Complex to include a summary of simplified entitlements
    - Appendix O is included in the Users Guide

  *When new organizations are added to PDA, training is scheduled as needed to meet the needs of the organization (i.e., twice a day--three days a week)

TRAINING (Con't)

- Training Room
  - Established PDA Class Room
  - Instructor Computer is linked to an LCD Projector
  - Flat-lined facility furniture that houses three CPU's and Monitors each
  - Classroom is designed for a max of 18 students
  - Each student has their own computer to 'train' from
  - Average trainees per class: 12
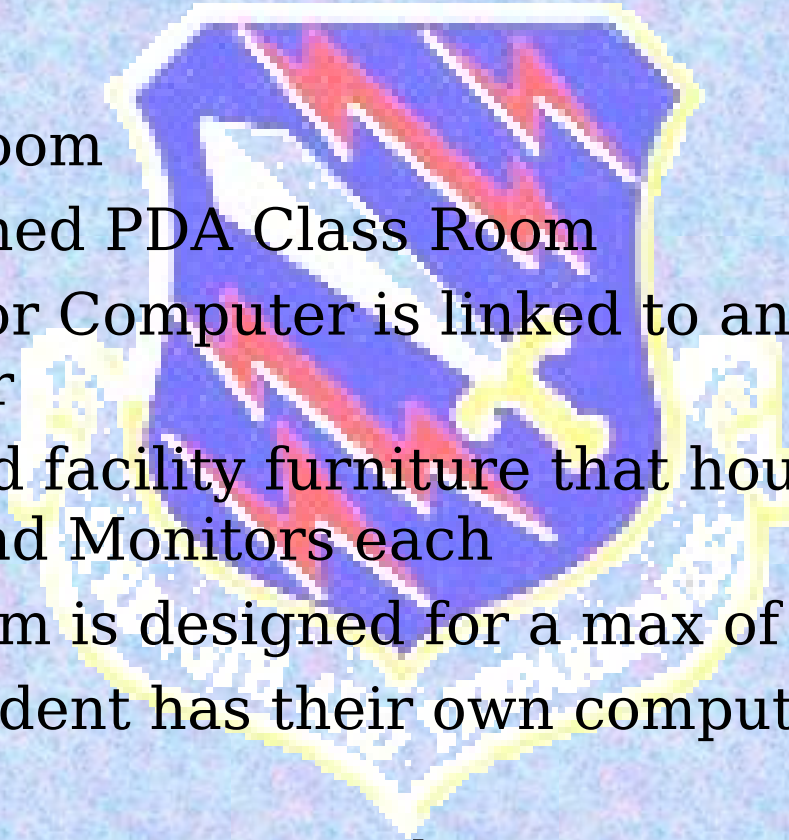
MAJOR CONCERNS AND ISSUES

- Support Agencies
  - Getting the word "out' that paperless travel exists
    - Billeting
    - AMC
    - Airlines
    - Rental Car Agencies
- Coordination with DFAS
   - Change in any system requirements
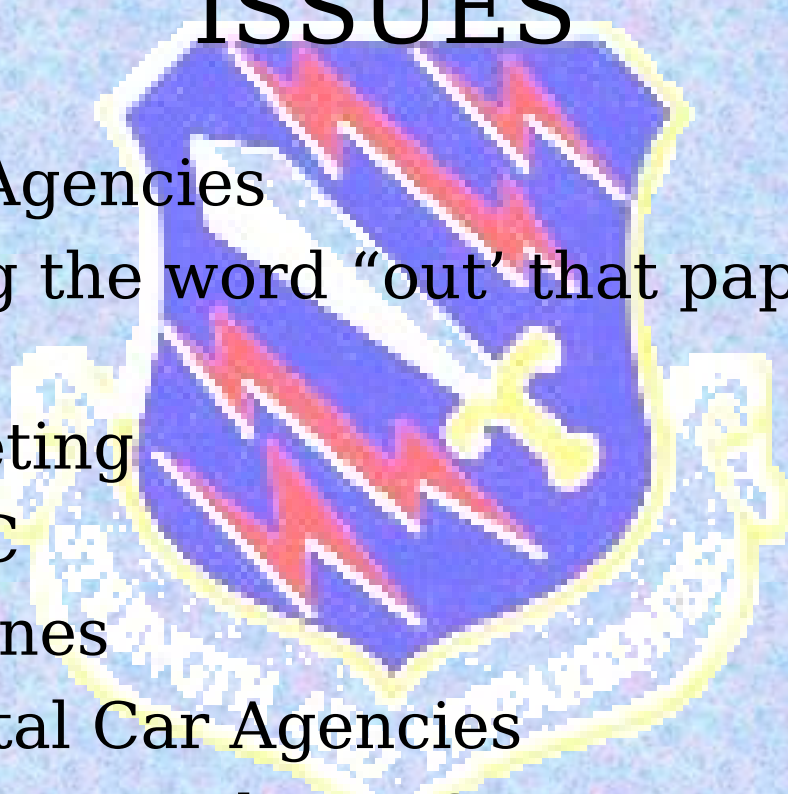
GENERAL

- PROS
  - Paperless
  - Travel is streamlined
  - Traveler has more responsibility
  - Obligations are more accurate
  - Checkbook function for approvers
  - Traveler can process documents from desktop
  - Less time spent in Finance
  - Shorter waiting time
  - AO's have more control of how their money is spent

- CONS
  - Traveler has more responsibility
  - Network availability
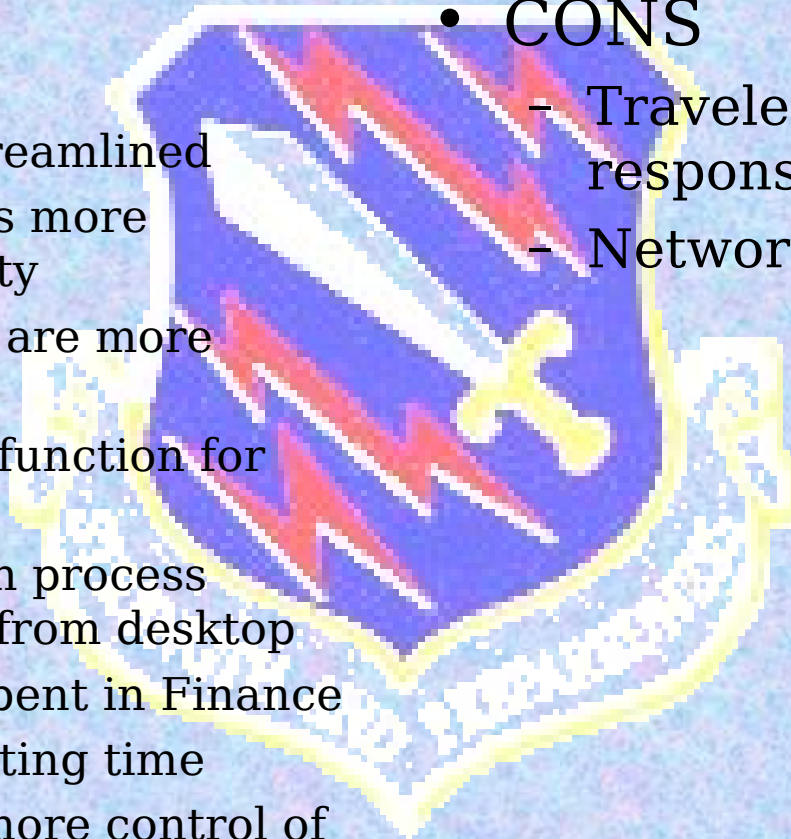
Peterson AFB POC's

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FSO - 1Lt Dennis Jack, DSN 834-7576

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PDA Team Member - TSgt Anna Johnson, DSN 834-9282

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PDA Team Member - SrA Patrick Krill, DSN 834-9045